

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 100**

#### **Subsection: Employee Evaluation Process**

**Revised January 2008**

#### **Reference:**

#### **Purpose:**

The purpose of this policy is to provide a process for the fair and equitable evaluation of all employees. This process will be responsive to the criteria and requirements of the laws of the State of Idaho and the governing policies of the Idaho State Board of Education (SBE).

#### **Policy:**

All employees of the ISDB will be evaluated by his/her immediate supervisor on at least an annual basis. The cycle of evaluation and purpose will be established by the ISDB Human Resources Department to ensure compliance with all Idaho Division of Human Resources (DHR) guidelines and the policies of the SBE. Employees may be evaluated more often when a legitimate need arises due to the completion of the employee's probationary period; substandard ratings; or the requirements of a job transfer, a demotion or a promotion. All evaluations shall be completed by the immediate supervisor, unless extenuating circumstances require another agency director to complete the evaluation. The evaluation will be completed on the approved forms and in accordance with the instructions, procedures and criteria set in this policy document.

Good performance management requires a year-round partnership between the employee and his/her supervisor while creating a shared understanding about what is to be accomplished and how it will be accomplished. Therefore, the employee evaluation process is designed and intended to be an interactive process. The process should allow the individual employee the maximum opportunity for input to his/her supervisor and will encourage the direct, continuous and focused involvement of the employee in formulating his/her own evaluation.

The process begins with a serious and thorough self-evaluation by the employee. The employee completes the first draft of the evaluation form. The employee completes all sections of the form and lists individual accomplishments and projects. The employee's self evaluation is forwarded to his/her immediate supervisor to be edited and completed. After the supervisor completes the evaluation, he/she schedules a time to review the final evaluation with the employee. The employee and his/her supervisor must sign the final evaluation before it is submitted to the Human Resource Department for placement in the employee's personnel file.

If an employee does not agree with his/her supervisor's evaluation, the employee may submit rebuttal comments to the evaluation. The rebuttal comments have to be submitted within ten (10) working days and will accompany the evaluation to the Final Reviewer.

The employee evaluation process has a provision for resolution of disputes, review by a final approver and a rebuttal process. The right of the employee to dispute his/her annual evaluation rating shall not be denied at any level in the agency, including the Agency's Superintendent or through any State of Idaho process contained in law.

/s/ Mary L. Dunne

Approved by

Mary L. Dunne, Superintendent